

JUDICIAL COUNCIL OF CALIFORNIA

Administrative Office of the Courts 455 Golden Gate Avenue San Francisco, California 94102
(415) 865-4370 Web site: www.courtinfo.ca.gov/jobs (415) 865-4327 Fax

EMPLOYMENT OPPORTUNITY

JOB TITLE: SENIOR EDUCATION SPECIALIST

REFERENCE #: 2841

LOCATION: SAN FRANCISCO, CA

OVERVIEW

The Judicial Council is the policymaking body for the trial and appellate courts of California. The AOC serves as the staff agency of the Judicial Council. The Education Division is responsible for developing and presenting education programs and services for California judges and court staff and for AOC staff. Under direction, the Senior Education Specialist will be responsible for leading programs in the fairness education department of the Education Division.

RESPONSIBILITIES

- Leads highly complex and sensitive projects in the fairness education area.
- Consults with and provides advice to education committees that develop statewide fairness education products for both judges and court staff as a part of their charge to design and deliver comprehensive education curricula in their areas of expertise;
- Designs and develops curriculum and course materials for fairness programs and projects.
- Serves as a statewide expert and consultant on fairness education for courts, judges and court staff in both the appellate and trial courts, and for other AOC Divisions and the Executive Office.
- Develops and successfully implements pilot distance education projects that will serve as new models for education;
- Recommends proven distance education models, and assisting staff, education committee members, and faculty members in replicating those models for delivery of education for judicial officers and court staff;
- Staffs the Fairness and Court Security Education Committees, and assists in staffing the Judicial Council's Access and Fairness Advisory Committee.
- Establishes and maintains effective professional relationships and organizational partnerships with statewide court staff training organizations, and developing enhanced mechanisms for cooperation and collaboration with those organizations; and
- Assists in a variety of other general training activities and performing other related duties as required.

QUALIFICATIONS

Minimum Qualifications:

Equivalent to possession of a bachelor's degree, preferably with major course work in education, or public, business, or court administration, and three years of experience developing professional training programs for adults that included at least one year of lead experience. Additional directly related experience may be substituted for the required education on a year-for-year basis. Possession of a directly related postgraduate degree or a teaching credential may be substituted for one of the three years of the required experience.

OR

One year as an Education Specialist II with the judicial branch.

Desirable Qualifications:

A master's degree in education or a related field and experience beyond the minimum in designing and delivering fairness education and leading subject matter experts in curriculum development and course design.

HOW TO APPLY

To ensure consideration of your application for the earliest round of interviews, please apply immediately; however, this position will remain open until filled. To complete an online application, please visit our Web site at www.courtinfo.ca.gov/careers . Click on "View postings and apply for jobs", and search for job requisition 2841. This position requires the submission of our official application.

OR

To obtain a printed application, please visit:

Administrative Office of the Courts
455 Golden Gate Avenue, 7th Floor
San Francisco, California 94102-3688
415-865-4272 Telecommunications Device for the Deaf

Or download a printed copy under the "Special Access and Application Help" section on the Careers page of our website.

PAY AND BENEFITS

Salary Range: \$6,055 to \$7,358 per month

(The starting salary may vary between \$6,055 to \$6,659 per month)

Some highlights of our benefits package include:

- Health/Dental/Vision benefits program
- 13 paid holidays per calendar year
- Choice of Annual Leave or Sick/Vacation Leave
- 1 personal holiday per year
- \$110 transit pass subsidy per month
- CalPERS Retirement Plan
- 401(k) and 457 deferred compensation plans
- Employee Assistance Program
- Basic Life and AD&D Insurance
- FlexElect Program
- Long Term Care Program (employee paid/optional)
- Group Legal Plan (employee paid/optional)

The Administrative Office of the Courts Is an Equal Opportunity Employer.

**Supplemental Questionnaire
For
SENIOR EDUCATION SPECIALIST
Job Requisition 2841**

Your answers to this supplemental questionnaire must be submitted with your application in order for your application to be reviewed. The questionnaire is intended to provide more detailed information about your work experience and will allow us to better assess your qualifications. In each of your responses, please indicate for which employer you performed these functions. When filling out the online application, you will have the opportunity to submit your answers to these questions.

1. Please describe your experience in designing and developing fairness education programs.
2. Please list and describe the courses or programs for which you have both developed curricula and delivered instruction.